



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

PLANT OPERATIONS ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct, and coordinate the operation of the City's water/wastewater treatment facilities and related equipment; to direct and monitor the computerized control of water treatment, including water quality, processing, and disposal.

Supervision Received and Exercised:

Receives direction from the Deputy Water Utilities Manager – Operations, or from other supervisory or management staff.

Exercises direct supervision over supervisory, technical, and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish and monitor schedules and methods for water production and water/wastewater treatment operations within the Water Utilities Department; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in water production, water/wastewater treatment, and wastewater reclamation and reuse.
- Assist Deputy Water Utilities Manager - Operations to formulate and implement policies and program objectives for water production and water/wastewater treatment policies and procedures.

Effective November 1988

Revised March 1991

Revised & Title Change February 2000

Revised November 2001

CITY OF TEMPE

Plant Operations Administrator (continued)

- Direct and monitor the SCADA computerized monitoring system in water/wastewater treatment facilities, reclamation plants, well fields and booster stations.
- Evaluate maintenance, operations, and activities of assigned responsibilities; recommend improvements and modifications to existing treatment methods and facilities; design modifications to existing facilities to increase productivity and effectiveness.
- Prepare various technical and management reports on water production, wastewater quality, and water/wastewater treatment.
- Direct and supervise the removal of sludge, sludge processing, and disposal.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures as warranted.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.
- Review drawings, specifications, blue prints and reports for facility expansion; respond to technical queries from local, state and federal agencies, as well as consultants and general public.
- Ensure compliance with OSHA regulations, the Safe Water Drinking Act, the Clean Water Act, and other relevant federal, state, and county guidelines and regulations (as appropriate).
- Investigate work-related accidents and ensure the practice of safe work procedures.
- Inspect facilities to monitor and prioritize work projects as needed.
- Conduct tours and meetings to inform the public on water plant operations and activities.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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CITY OF TEMPE
Plant Operations Administrator (continued)

Experience:

Five years of increasingly responsible experience in the operation of water production and water/wastewater treatment facilities including two years of supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in civil engineering, construction technology or a related field.

Licenses/Certifications:

May require possession of, or ability to obtain, an appropriate, valid Arizona's driver's license.

Possession of a Grade III Water Treatment and Wastewater Treatment certificate issued by the State of Arizona. Possession of, or ability to obtain, a Grade IV Water Treatment and Wastewater Treatment certificates issued by the State of Arizona.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 8663

Salary Range: 47

Compensation Plan: P40 / Regular

FLSA: Exempt